



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting #SC0220KNS23

Human Resource Advisor I-III

Open Date: 2/20/2023

Closing Date: 3/5/2023

Vacancy exists

**Salary:**  
Human Resource Advisor I: \$37,207 - \$46,509 (Pay Grade 11)  
Human Resource Advisor II: \$42,320 - \$52,900 (Pay Grade 13)  
Human Resource Advisor III: \$51,337 - \$64,171 (Pay Grade 16)

**Recruiting For:** Superior Court of Delaware

**Location:** This is a statewide position the primary location can be in Kent County, New Castle County or Sussex County. **Please check the location on your application.**

*\*Position level (I, II, or III) and salary for this position are based upon the qualifications of the individual applicant.*

*\*\*Career Ladder: Upon satisfactory completion of department promotional standards and job requirements, employees may be eligible to be promoted to the next level (HR Advisor. I to II; HR Advisor II to III).*

#### **Summary Statement:**

The incumbent reports to the Director of Human Resources and is responsible for performing Human Resources work to support the 300+ employees of the Superior Court. Depending on the location of the position, travel to the remaining counties will be required.

#### **Nature and Scope:**

The incumbent will function as a generalist for all HR functions in Superior Court for over 300 employees in New Castle, Kent and Sussex County. Work will include the processing of pay, benefits, applicant services, pensions, vesting, FMLA, short term disability, worker's compensation, and a multitude of other HR related employee issues on a daily basis. The incumbent must be able to apply rules and regulations to complex situations, as well as be able to clearly explain and apply Judicial Personnel Rules to department heads and staff. The incumbent assures that all payroll/benefit/applicant services transactions are processed within mandated time constraints and departmental objectives. Responsibilities also include explaining benefit programs to employees regarding eligibility, options and requirements for benefits such as insurance, pension, workers compensation, FMLA, Short Term Disability and other human resource related programs. The incumbent is responsible for all aspects of applicant services;

establishment of registers, review of employment applications for minimum qualifications, maintaining certification lists and responding to questions from applicants, supervisors, managers, other state agencies and the public sector. Principal contacts are with employees, applicants, managers, supervisors, insurance companies, central agencies, and various other state and federal agencies for the research of records and files to obtain and explain information and resolve discrepancies.

### **Essential Functions:**

- Daily contact with staff, other state agencies and others outside state government
- Interpreting, explaining and applying applicable state and federal laws, rules, regulations, policies and procedures.
- Review and prepare all human resources transactions for accuracy and compliance with judicial branch rules, federal/state guidelines and departmental procedures.
- Collecting, analyzing and evaluating data from a variety of sources and presenting/communicating information effectively.
- Providing recommendations, guidance and direction to management for the purpose of understanding, meeting organizational and operational goals and objectives and identifying resolving needs and resolving problems.
- Providing representation at meetings, presentations, and committees.
- Monitoring and ensuring compliance with state and federal laws, rules, regulations, policies and procedures, requirements, guidelines, and budgets.
- Providing information and guidance to employees, applicants, supervisors, and managers in areas of assigned human resources responsibilities regarding the processes, procedures and program requirements.
- Researching and resolving a myriad of problems associated with employee and applicant circumstances.
- Preparing memos, letters, reports and general correspondence in support of human resources activities.
- Representation of the department/agency at human resources meetings and job fairs.
- Providing technical assistance, training, and education to employees on relevant issues.
- Must be able to travel to Kent and Sussex Counties when necessary.
- Other duties as assigned by the Court Administrator.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Resumes may not be substituted for the application.

Applicants must specifically identify the position (level) which they are applying and must meet each of the following qualifications as it relates to that position (level). Failure in any one area will result in a rating of “**not qualified.**”

### **Minimum Qualifications for Human Resource Advisor I**

- 1. Applicants must possess at least one of the following**  
Possession of a Bachelor’s degree or higher

**OR**

One year of professional human resource experience.

**OR**

Two years' experience in performing paraprofessional or administrative support work for a human resource function. A Statewide Human Resource Certification or professional human resource certification may substitute for one year of experience.

## **Minimum Qualifications for Human Resource Advisor II**

**1. Applicants must possess at least one of the following:**

Possession of a Bachelor's degree or higher

**OR**

Two year of professional human resource experience.

**OR**

One year of professional human resource experience AND a Statewide Human Resource Certification or professional human resource certification.

## **Minimum Qualifications for Human Resource Advisor III**

**1. Applicants must possess at least one of the following:**

Possession of a Bachelor's degree or higher

**OR**

Four years of professional human resource experience.

**OR**

Three years of professional human resource experience AND a Statewide Human Resource Certification or professional human resource certification.

**In addition to the above requirement, applicants must meet all the job requirements below:**

2. Three years' experience in human resource management which includes planning, organizing, coordinating, and implementing human resource operations for at least one human resource function.
3. Three years' experience in developing and evaluating human resource policies and procedures.
4. Two years' experience in strategic planning such as planning and mapping a path between the present and future usually for three to five years by determining key objectives, how to accomplish the key objectives, what strategies should be used, what activities would contribute to accomplishing the key objectives and developing performance measures to gauge and report progress or success.
5. Two years' experience in operations management which includes planning directing, coordinating, controlling, and evaluating operations typically through subordinate supervisors.

## **Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.

### **Benefits:**

- Full-time New Castle County State of Delaware Judicial Branch employees are eligible for FREE parking!
- This position may be eligible for an Alternative Work Schedule or to Telework after successful completion of the employee's probationary period.
- To learn more about the comprehensive benefit package please visit the web-site at <https://dhr.delaware.gov/benefits/>

**Submitting Your Application:** Visit the website at <http://courts.delaware.gov/career/> Click on "apply" next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words "Application Form" in the subject line to: [apps.superior@delaware.gov](mailto:apps.superior@delaware.gov)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
 Superior Court of Delaware  
 Leonard L. Williams Justice Center  
 500 N. King Street, Suite 2850  
 Wilmington, DE 19801

### **Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

### **Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**